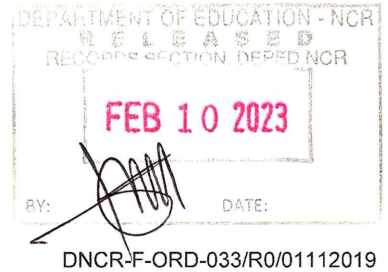




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. NCR 078, s. 2023

10 February 2023

**SUBMISSION OF 2023 OFFICE LEARNING PLAN**

**To: Schools Division Superintendents  
Functional Division Chiefs  
All Others Concerned**

1. In compliance with the Memorandum DM-OUHROD-2023-0089 titled "FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization, and Monitoring Guidelines", and per agreement during the online meeting held last February 10, 2023, the above captioned-subject will be on or before February 24, 2023.

2. Office Learning Plan can be encoded in the template via the link: ***tinyurl.com/2023learningplan***.

3. Please refer to the following attached enclosures for guidance and reference.

- a. Memorandum DM-OUHROD-2023-0089
- b. PSF Allocation per SDO

3. Consolidated copies and summary of Office Learning Plans will be submitted by HRDD-NEAP to the BHROD-HRDD on or February 24, 2023.

4. For inquiries, you may contact Hajji R. Palmero, Chief, HRDD via email [hajji.palmero@deped.gov.ph](mailto:hajji.palmero@deped.gov.ph).

5. Immediate dissemination and strict compliance with this memorandum is desired.

**WILFREDO E. CABRAL, CESO III**  
Regional Director





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

**MEMORANDUM**

**DM-OUHROD-2023-0089**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD & SCHOOL GOVERNANCE &  
OPERATIONS DIVISION**

**FROM : GLORIA JUNAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

**SUBJECT : FY 2023 ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT  
FOR NON-TEACHING PERSONNEL (OPDNTP) PROGRAM SUPPORT  
FUND ALLOCATION, UTILIZATION AND MONITORING  
GUIDELINES**

**DATE : January 13, 2023**

In line with the operationalization and implementation of the Basic Education Development Plan (BEDP) 2030, DepEd Learning and Development (L&D) interventions shall be guided by and shall support to the Department's strategies to continuously improve itself to better serve its stakeholders ensuring an enabling and supportive environment by strengthening the capabilities of its people to contribute to the achievement of a modern, efficient, nimble, and resilient governance and management processes.

With this, the Program Support Fund (PSF) amounting to **Php 47,525,100.00** from the FY 2023 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) fund for field offices, shall be directly released to the Regional Offices under For Comprehensive Release (FCR). The allocation of the PSF was computed equitably targeting 30% of the total number of filled items in the GMIS data as of 02 March 2022. Breakdown of the budget per region is shown in Annex A.

The **PSF shall be utilized for L&D interventions of non-teaching personnel based on the Learning Plan of the proponent office.** The Office Learning Plan must be duly approved by the head of office and must be based on the priority interventions as a result of LDNA through Performance Analysis, Competency-Based LNA, or on emerging directives and unforeseen environmental situation that require new or upgrading of competency **subject for approval of BHROD.** Copy and Summary of Regional and SDO Office Learning Plan template can be downloaded through this link [https://bit.ly/2023\\_OPDntp\\_PSF](https://bit.ly/2023_OPDntp_PSF) and shall be submitted to this Office through BHROD-HRDD on or before February 16, 2023.

Since the State of Public Health Emergency is still in effect and while the Department's policy on L&D is on the process of finalization, the following issuances shall serve as reference and guidance of all implementing units for the L&D of their respective non-teaching personnel:

- a. DepEd Order No. 40, s. 2020  
"Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of COVID-19 Pandemic"
- b. DM-HROD-2021-0050  
"Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd"

With the limited budget allocation and to minimize frequent pull out of non-teaching personnel to attend L&D intervention, **in-person or face to face is discouraged and should be limited to skills enhancement activity (i.e. oral & written skills workshop, ICT hands on activities). Access to online and/or eLearning modalities shall be maximized.**

In addition, non-teaching licensed professionals\* may still avail funding for their Continuing Professional Development (CPD), provided that they occupy a position of their licensed profession and that the proposed intervention is needed as reflected on their IDP and/or Office Learning Plan.

While the OPDntp fund is being managed by the BHROD through the Human Resource Development Division (BHROD-HRDD), the Regional PSF shall be managed and monitored by the Human Resource Development Division. Thus, in prioritizing the L&D programs, the following criteria may be used:

- A. Seriousness of the office/individual competency gaps related to its importance or extent of its critical contribution in achieving the organizational targets or strategic objectives;
- B. Urgency (address office/individual competency gap, or avoid potential damaging impact);
- C. Growth Potential (escalation of chance that may increase risk/opportunity of a program to contribute growth), and/or

*\* Non-Teaching Licensed Professionals – This refers to those personnel in the Department of Education who are registered and licensed to practice regulated professions in the Philippines and who hold a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission (PRC) or in the case of lawyers, those who are duly registered and active member of the Integrated Bar of The Philippines (IBP). The regulated professions include but not limited to the following: Accountancy, Architecture, Engineering, Medicine, Nursing, Nutrition and Dietetics [1]*

[1] <https://www.prc.gov.ph/professional-regulatory-boards>



D. Feasibility of Fund and Resources (consideration for economies of scale especially for planned programs for common learning needs)

To comply with the monitoring requirements specified in DO 40, s. 2020, the consolidated plans and accomplishments on the utilization of the FY2023 OPDNTF PSF **must be submitted every quarter by the RO HRD Focal Person** through this folder link [https://bit.ly/2023 OPDNTF PSF](https://bit.ly/2023_OPDNTF_PSF).

All inquiries or clarifications on this memo can be course through the email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) copy furnished [fatima.angeles002@deped.gov.ph](mailto:fatima.angeles002@deped.gov.ph).

For your information and appropriate action.

*[HRDD/Angeles]*

## Annex A

### FY 2023 OPDNTP PROGRAMS SUPPORT FUND

#### Regional Breakdown of Physical Targets and Financial Amounts

REGION	PHYSICAL		FINANCIAL
	Universe*	Target**	
National Capital Region (NCR)	3,537	1,237	3,030,650.00
Cordillera Administrative Region (CAR)	1,920	672	1,646,400.00
Region I - Ilocos	4,182	1,463	3,584,350.00
Region II - Cagayan Valley	2,842	994	2,435,300.00
Region III - Central Luzon	5,801	2,030	4,973,500.00
Region IVA - CALABARZON	5,761	2,016	4,939,200.00
Region IVB - MIMAROPA	2,117	740	1,813,000.00
Region V - Bicol	4,304	1,506	3,689,700.00
Region VI - Western Visayas	4,971	1,739	4,260,550.00
Region VII - Central Visayas	3,984	1,394	3,415,300.00
Region VIII - Eastern Visayas	3,585	1,254	3,072,300.00
Region IX - Zamboanga Peninsula	2,043	715	1,751,750.00
Region X - Northern Mindanao	3,004	1,051	2,574,950.00
Region XI - Davao	2,414	844	2,067,800.00
Region XII - SOCCSKSARGEN	2,478	867	2,124,150.00
Region XIII - CARAGA	2,504	876	2,146,200.00
<b>TOTAL</b>	<b>55,447</b>	<b>19,398</b>	<b>47,525,100.00</b>

\* Total No. of Filled Items based on GMIS Data as of 02 March 2022

\*\* 30% of Universe (@2,450 cost per capita)

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**FY 2023 OPDNTF PROGRAMS SUPPORT FUND**

**SDO Breakdown of Physical Targets and Financial Amounts**

<b>DIVISION</b>	<b>Allocation</b>	<b>Amount to be Downloaded</b>
SDO Caloocan	104	Php 254,800
SDO Las Pinas	34	Php 84672
SDO Makati	47	Php 115248
SDO Malabon	40	Php 98784
SDO Mandaluyong	42	Php 105056
SDO Manila	274	Php 673456
SDO Marikina	57	Php 141904
SDO Muntinlupa	32	Php 78400
SDO Navotas	34	Php 83888
SDO Paranaque	35	Php 86240
SDO Pasay	54	Php 134064
SDO Pasig	74	Php 182672
SDO Quezon City	195	Php 478240
SDO San Juan	23	Php 58016
SDO TAPAT	42	Php 103488
SDO Valenzuela	48	Php 117600
<b>Total Amount</b>		<b>Php 2,796,528</b>

Prepared by:

**RODOLFO J. COLOCAR**  
EPS, HRDD

Verified:

**HAJJI R. PLAMERO**  
Chief, HRDD NEAP R